



DEPARTMENT OF THE NAVY

NAVAL INVENTORY CONTROL POINT

700 ROBBINS AVENUE
PHILADELPHIA PA 19111-5098

5450 CARLISLE PIKE - PO BOX 2020
MECHANICSBURG PA 17055-0788

COM & FTS
DSN & EXT
FAX #
IN REPLY REFER TO:

JUN 19 2000

Dear Valued NAVICP Supplier:

In this world of rapidly changing technology, the Naval Inventory Control Point (NAVICP) is actively adopting many of the electronic business practices being implemented within the commercial sector. Most significantly, we are migrating our procurement processes to the Internet. To speed our movement to the internet, and to satisfy the Department of Defense goal of becoming paperless, **the NAVICP will "turn off" distribution of all paper contracts, solicitations, modifications, and other contract related correspondence beginning 06 October 2000.** The NAVICP views the achievement of this DOD Paper free goal as a "win-win" solution, saving time and dollars for both the Government and Industry. Vendors will now be able to receive solicitations and contract awards real-time in an electronic media of their choosing. For those vendors who are already conducting business electronically with the NAVICP using the Navy Electronic Commerce On-line (NECO) and/or Virtual Bid Room (VBR), we truly appreciate your early and ongoing commitment to e-business! We realize eliminating paper can be a formidable task and we hope this letter will help you take the necessary actions to achieve this goal.

Vendors already registered on NECO who have acquired a Digital Certificate (PKI) for VBR will not see any changes in the existing electronic process, except they will no longer receive paper copies of solicitations, contracts and modifications. A Digital Certificate will not be required to access on-line solicitations or to order tech data on CDs. Vendors that are presently only using NECO should acquire a Digital Certificate with the Virtual Bid Room (VBR) in order to access solicitations for additional commodity groups and Technical Data Packages that will be hosted on-line later this summer. Please don't wait until the last minute to get your Digital Certificate. Register now and start using the web-based process before the ICP "turns off" the paper on 6 October 2000. The registration/application process takes only a few minutes and can be completed entirely through the web sites detailed below (see Step 2).

Additional NECO and VBR customer support and training is available through the West Chester Electronic Commerce Resource Center (ECRC) by calling Ms. Angela Youngheim at 610-918-4516.

Step 1. - Get registered on Navy Electronic Commerce Online (NECO). NECO is an interactive government procurement web site. Over 75% of the NAVICP's synopses and solicitations are posted on this web site. The balance of NAVICP procurements are posted to the Virtual Bid Room (VBR) web site (see Step 2). NECO features available to vendors include:

- Viewing and downloading of synopses and solicitations over the Internet in either an EDI (840 transaction set) or text format.
- Submission of solicitation responses either as an EDI (850 transaction set) or using the online bid response capability.
- Automatic receipt of contract awards and purchase orders as either an EDI (850 transaction set) or a text message.
- Daily notification of procurement opportunities tailored to your specific search criteria.
- Features soon to be implemented are plain text modifications, and directed plain text solicitations for sole-source and limited competition situations.

To get NECO registered go to <http://www.neco.navy.mil> and just follow the instructions. You will need a CAGE code, email address, and a DUNS number. Note: You may want to provide a single company email address where all solicitations, amendments, award notices, and modifications can be sent to you from both NECO and the VBR.

Step 2. - Get a Digital Certificate for the Virtual Bid Room (VBR). VBR was designed to provide an electronic commerce solution for contracting actions not already covered by NECO especially service contracts, long term Contracts, and Performance Based Logistics contracts. Using the VBR, vendors have instant electronic access to NAVICP solicitations

and amendments as soon as they are posted. Solicitations can be downloaded to personal computers, and proposals submitted directly into a secure Navy owned server. No outside activity or agency has access to proposals. VBR features available to vendors include:

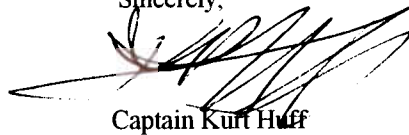
- Viewing and downloading of synopses and solicitations over the Internet (PDF format).
- Online submission of solicitation responses (Digital Certificate REQUIRED).
- Direct access to buyers via email.
- Ordering of drawings in a CD-ROM format (capability to view drawings on-line will soon be available; Digital Certificate REQUIRED).
- Digital certification security (Public Key Encryption Infrastructure (PKI)).
- Notification and receipt of electronic awards.

To apply for a Digital Certificate on the VBR follow the detailed instructions at:

<http://n11.navsup.navy.mil/virtual/default.cfm>

If you would like to discuss future E-business plans and opportunities for integration with the NAVICP, please contact my Electronic Business Office Manager, Ms Sandy Kline at 215-697-0322 or contact us at the NAVICP Paperfree website on <http://www.navicp.navy.mil/cgi-bin/feedback.pl>. The NAVICP thanks you in advance for your cooperation and looks forward to continueing E-business endeavors with you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Kurt Huff', with a large, sweeping flourish extending to the left.

Captain Kurt Huff